

## **ES&H Responsibilities for All ATAP Personnel**

Safety responsibilities of employees and participating affiliates are described in **RPM ES&H Core Policy** and **ES&H Manual Section 1.7.**

### **Hazards Analysis and Work Authorization**

Before performing work, ATAP personnel must define what will be done, analyze the hazards, determine what type of work authorization(s) are required and obtain them, and ensure the necessary hazard controls are in place. The Work Planning and Control (WPC) **Activity Manager** system is used to guide the hazards analysis process. Program, Division, and EHS staff (**ATAP ES&H Operations Committee**) are available to assist in the hazards analysis process.

Work authorizations are established through the WPC **Activity Manager** system.

All personnel are responsible for knowing which work authorizations apply to their work, reading and understanding the conditions, and working within the limits of their work authorizations. Under WPC, all personnel are responsible for:

- Reviewing and accepting conditions of the work authorization;
- Performing work only for which they are authorized and qualified and per work planning and control (WPC) activities and the requirements of [ESH Manual, Chapter 1](#);
- Accepting primary responsibility for performing work in a safe manner;
- Stopping work when the tasks, hazards, and/or required controls differ from those authorized in the completed and active WPC Activity and not re-starting work until the WPC Activity accurately describes the work and has been reauthorized; and
- Continually reviewing work and assuring that the work activity has been analyzed and authorized appropriately under WPC and engaging the Activity Lead to modify the WPC Activity as appropriate.

### **Training**

Required and recommended training for each person is determined by his/her work authorizations and is summarized on the Training Profile, found in the **Berkeley Lab Training (BLT) database**. The Activity Leads review the training records of personnel for completion of required EHS courses prior to determining the appropriate level of authorization to perform work under WPC Activities. Personnel may be required to complete on-the-job training and work under supervision until they have demonstrated sufficient proficiency to work safely on their own. Annually, in conjunction with the Performance Review process, the employee's WPC Activity authorizations and status of completion of required training are reviewed by his/her Supervisor, and a training plan is developed for each employee for the next twelve-month period. Most training courses are available on-line at the **BLT** web page: <https://training.lbl.gov/>

## Self-Assessment

Advanced Light Source (ALS) Accelerator Physics and ALS-U personnel participate in ALS Self Assessment /Safety Day activities. All other ATAP personnel (including ATAP employees, matrixed employees, students, and affiliates) are expected to participate in ATAP **Self-Assessment** activities, which may include a designated Safety Day or Safety Week. Personnel may be assigned to a **QUEST** self-assessment team (**QUEST** is an integrated way to examine **Q**uality Assurance/ Improvement and **E**nvironment, Safety, and Health through **S**elf-Assessment **T**eamwork.) Each QUEST team has charge of self-assessment for the workspace of its members.

All personnel are responsible for responding to **corrective actions** assigned to them.

## Responding to Emergencies and Reporting Concerns

All ATAP personnel must be prepared to respond appropriately to emergencies, including imminent danger situations, accidents, environmental releases, and natural disasters affecting LBNL. They are expected to follow directions from **Building Emergency Teams**. During the COVID-19 pandemic, Building Emergency Teams may not be present on site. All employees are responsible for consulting with their Supervisor and Activity Leads to understand the Protective Actions applicable to their work areas, including evacuation procedures and Emergency Assembly Areas.

If there is a safety incident, follow the process described in ES&H Manual Chapter 5:

- For serious or life threatening emergencies, the affected employee calls 911.
- As needed, the area is evacuated and secured. The incident scene is preserved.
- The Emergency Response Guide is consulted for immediate actions and reporting of specific types of incidents, e.g., chemical spills, radiological incidents, electrical shocks, laser incidents, or environmental releases.
- As soon as possible after emergency response is activated and immediate protective actions are taken, the affected employee contacts their supervisor and Health Services.

All ATAP personnel are encouraged to implement the **RPM Stop Work Policy** for activities considered an imminent danger and **report any workplace safety or environmental concerns** to their supervisor as described in ES&H Manual Section 1.7, Workers, #3.

All personnel are expected to take the initiative to **consult with their supervisor** and are encouraged to consult with their Activity Lead, Program ES&H Coordinator, ATAP ES&H Coordinator, or appropriate EHS personnel when safety-related assistance or advice is needed. If a person becomes aware that there may be circumstances when the person could be **working alone** and hazards remaining after controls could incapacitate

him/her so that he/she could not self-rescue or activate emergency services, the work must be stopped and these concerns brought to the immediate attention of their supervisor and Activity Lead for resolution before work may resume.